

MAJOR ROADMAP PROJECTS AND WORKGROUP MEMBERS:

1. **DOE WEB RECORDS GUIDANCE** (Policy will be issued by NARA in early FY 2001. Products to include a draft disposition schedule for web-based records.)

Participants: Lee Michael, NREL, Lead
Karin Brown, Idaho Ops.
Shanda Furniss, INEEL

2. **DIGITAL SIGNATURE/PKI RECORDS GUIDANCE** (FY 2002)
(NARA policy was issued in October 2000.)

Participants: Fred Walden, Bechtel Nevada, Lead
Adrian R. Gardner, HQ
Sandee Roth, WAPA
Pat Veler, ORAU

3. **SCHEDULE DEVELOPMENT/ELECTRONIC DATABASES** (FY 2002)
(Using Y2K Inventory, select database(s) to develop a pilot schedule. Products include a draft schedule(s) and a "how to"guide.)

Participants: Meg Milligan, Carlsbad Field Office
Karin Brown, Idaho Ops.
Shanda Furniss, INEEL

4. **CLOSURE SITE ISSUES** (2 SEPARATE WORKGROUPS)

- (1) **LONG-TERM STEWARDSHIP** (Includes issues such as identification of record series to be maintained, and verification of retention periods.)

Participants: Karin Brown, Idaho Ops., Lead
David Gaynon, LLL
Esther Palmer, SRS
Barbara Staley, Sandia Lab.
Cathy Marciante, OR
Michael Fox, Carlsbad Field Office

(2) RECORDS STORAGE WORKGROUP

Participants: Patrick Noone, HQ/EM, Lead
(Previously established group.
Contact Patrick if you wish to
join the workgroup.)

**5. RECORDKEEPING REQUIREMENTS/CREATION OF ADEQUATE
DOCUMENTATION (FY 2002)**

Participants: Betty Robinette, Y12/OR, Lead
David Gaynon, LLNL
Sandee Roth, WAPA
ESTHER PALMER, SRS

**6. DISCOVERY/LITIGATION PROCEDURES (DEVELOP AND COORDINATE
DRAFT GUIDANCE) (FY2002)**

PARTICIPANTS: LINDA JARNAGIN, RL, LEAD
GAIL ELLET, WIPP
PATRICIA SCHUETTE, PNNL

**7. DISASTER PREVENTION/VITAL RECORDS (FY 2002)
(COLLECT PLANS FOR WEB POSTING/DEVELOP LIST VITAL
RECORDS EXAMPLES.)**

PARTICIPANTS: LAWRENCE MEDINA, LLNL
KIM KINDREW, THOMAS JEFFERSON LAB